

# Fire Evacuation Procedure

## Weekes Drive Community Centre

Tamarisk Way, Slough, SL1 2YN

### FIRE ALARM:

THE FIRE ALARM IS A CONTINUOUS SIREN

### ASSEMBLY POINT:

COMMUNITY CENTRE CAR FAR END AWAY FROM THE MAIN BUILDING

### IF YOU DISCOVER A FIRE:

SOUND THE ALARM- THESE ARE LOCATED BY THE FIRE EXITS  
DIAL 999

EVACUATE THE BUILDING BY THE NEAREST POSSIBLE EXIT AND PROCEED TO THE ASSEMBLY POINT.

**INFORM THE CARETAKER ON THE MOBILE NUMBER PROVIDED/DISPLAYED OUTSIDE THE CENTRE  
OR CALL THE CARETAKER EMERGENCY NO 0777 1555 869**

### ON HEARING THE ALARM:

IMMEDIATELY VACATE THE PREMISES THROUGH THE NEAREST AVAILABLE EXIT, AND PROCEED TO THE ASSEMBLY POINT AT THE BACK OF CAR PARK AWAY FROM THE BUILDING

MAKE SURE YOU KNOW THE NEXT POSSIBLE EXIT IN CASE THE ROUTE YOU'VE PLANNED IS BLOCKED. ALWAYS TAKE THE SHORTEST SAFEST ROUTE.

ENSURE VISITORS ARE GUIDED OUT OF THE BUILDING AND KNOW WHERE TO ASSEMBLE.

PLEASE MAKE SURE YOU HAVE A WRITTEN LIST OF ALL PEOPLE ATTENDING YOUR EVENT/CLASS AND MAKE SURE EVERYONE ON YOUR LIST IS PRESENT AT ASSEMBLY POINT. REPORT MISSING PERSONS TO FIRE BRIGADE OR OTHER AUTHORITY

IF IT IS SAFE TO DO SO, CLOSE ALL DOORS BEHIND YOU.

DO NOT:

PANIC OR RUN

COLLECT PERSONAL BELONGINGS

GATHER IN ALTERNATIVE AREAS OTHER THAN THE ASSEMBLY POINT

NO ONE SHOULD RE-ENTER THE BUILDING UNTIL THEY ARE INSTRUCTED IT IS SAFE TO DO SO BY THE FIRE BRIGADE OR OTHER AUTHORITY.

Customers Signature .....Date .....Number of people attending .....

The signing of this procedure implies the full acceptance of the above regulations and will also apply to any additional bookings you make after the signing of this procedure.

